



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; Head of Project Management Unit – full time duty, to join the operations' department under the direct administrative and functional supervision of the Director of Operations at the HQ offices in Jerusalem.

General Overview:

Under the direct supervision of the Director of Operations at the Latin Patriarchate of Jerusalem, the Head of Project Management Unit will be responsible for the design of the overall unit's framework and project management strategies covering all stages in the Project Management Lifecycle including initiation and conceptualization, planning, execution, monitoring and evaluation, reporting and project closure, while ensuring adherence to timelines, budgets, and quality standards.

The holder of the position liaises and coordinates closely with the Development Director (DD) to define project priorities including responses to "Call for Proposals" or any type of soliciting funds if any, implementation opportunities, challenges, project risks, and others, and obtain DD's consent on the mode and level of communications and reporting to donors and other third-party donor agencies.

He / she leads and manages a multidisciplinary interdependent team of officers, providing them with guidance, support, and mentorship to ensure consistency and efficiency in project management practices.

The Head of the Project Management Unit will promote the Patriarchate's position and image, reflective of the Mission, Standards, and Values of the Catholic Church.

Responsibilities and tasks:

- Lead the development of the PMU framework including the design and implementation of a common project management methodology incorporating flow charts, standards and tools to achieve successful execution of projects across the Patriarchate, in harmony with its Vision and Mission and in accordance with best practices and quality deliverables.
- Foster collaboration and mutually supportive relationships with the Development Director to ensure that information relating to project formulation, project deliverables, timeline, budgets, risks and other contractual issues are effectively communicated, and that all key performance indicators are monitored and evaluated. Obtain DD's consent on the modes and levels of communications and reporting relationships with donors.
- Provide overall leadership and management for the PMU, overseeing the performance of team members covering all projects to ensure delivery is on time and within allocated budgets as well as meeting quality standards. Carry out periodic performance appraisals for Unit staff and take corrective actions as appropriate.
- Collaborate with cross-functional teams and relevant staff throughout the operational boundaries of the Patriarchate, and acquaint them with Project Management methodologies and tools, and means of defining project scope, objectives, indicators and deliverables. Ensure a consistent project management methodology is utilized throughout the Patriarchate.
- Provide hands-on support and oversight for multiple projects development and implementation throughout all stages of the Project Management Lifecycle. This includes initiation of concepts and ideas suitable for fundraising opportunities that are within the Mission of the Patriarchate; soliciting funds through an application process, as may be applicable; and responding to call for proposals in close consent with the Development Director.
- Establish systems and tools to track project donor reports and other deliverables.
- Monitor adherence to grant agreement, LPJ policies and procedures, prevailing laws and regulations, special and / or contractual terms.
- Develop and sustain effective and professional working relationships with all stakeholders including church leaders, representatives of donor agencies, and all others.
- Identify and resolve project management and implementation issues and challenges and recommend corrective actions as appropriate.
- Ensure compliance with relevant statutory regulations, standards, and policies governing the operations of the Patriarchate.



- Stay updated on trends and developments in Project Management incorporating relevant knowledge into project management processes.
- Carry out occasional site visits in the operational areas of the LPJ to provide support and guidance, and to ensure timely delivery of projects, adherence to budgets and compliance with contractual arrangements and terms.
- Organize capacity building interventions and events to strengthen project management capabilities for involved staff members across the Patriarchate and work closely with colleagues across teams in all 4 operational countries (Israel, Jordan, Palestine and Cyprus).
- Represent the LPJ at forums and other relevant events as may be requested by the direct supervisor and in coordination with the Development Director.
- Discharge responsibilities in an ethical manner.
- Protect LPJ's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities.
- Perform other related duties as assigned by supervisor.

Requirements:

- Master's degree in Project Management, General Management, International Relations / Development, MBA, or any other related field.
- Otherwise, a bachelor's degree in any of the mentioned fields but with extensive experience (10+years) and / or certification in Project Management Professional (PMP).

Competencies:

- Excellent communication skills (both verbal and written) in the English language and good command of Arabic. Working knowledge of a third language is a plus.
- Strong Project Management skills including a minimum of 8 years of experience in managing large and complex projects.
- Planning and organizing skills to plan and monitor the execution of projects, and ability to prioritize.
- Time-management skills, multi-task and excel in a deadline-oriented environment and under pressure.
- Demonstrated ability in managing and motivating staff members into a cohesive team and proven record in effectively working in multidisciplinary partnerships.
- Proven knowledge of performance evaluation metrics.
- Strong financial management / interpretive ability.
- Analytical, critical, problem-solving skills.
- Proficiency in computer skills, MS Office, and other business software used in operations management.
- Ability to work effectively both independently and as part of a team.
- Capacity to work in a multi-cultural environment.
- Integrity and strong identification with LPJ Core Values, Mission and Vision and work to incorporate into all aspects of the projects.
- Valid driving license.

All applications will be handled in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **Nov 10th, 2024** only by email at: hr@lpj.org

Only short-listed candidates will be contacted.